

MassDEP's School Recycling Assistance Grant Program Commitment Letter Template

School District: _____

Contact Person: _____ Email: _____ Telephone: _____

We, the undersigned, support the implementation of a district-wide recycling program for paper, cardboard, bottles, cans (and composting, if that is being added) at each school in _____ (School District name). If the school recycling grant is received from MassDEP, we will coordinate our efforts to support the initiation/expansion of the recycling/composting program. After the recycling/composting program is established, we will continue to support it as an ongoing program within our school district after the grant funding ends.

We support the program goals to:

- Adopt a school-wide recycling policy, approved by the school committee and superintendent, to include recycling of paper, cardboard, bottles and cans in each school, or to expand each school's recycling program beyond those materials to include composting of organic waste.
- Initiate or expand recycling in each district school to include paper, cardboard, bottles and cans (and composting if that is being added).
- Track the amount of materials recycled (and composted, if applicable) and disposed in each school and district-wide and quantify the savings in disposal costs achieved (at least annually).

We agree to contribute our support and expertise to help the school recycling program succeed. Such support will include:

- ✓ Formation or expansion and participation in a School Green Team that will meet as needed to assess, plan, implement, track and monitor school recycling and/or composting.
- ✓ Attendance at a school recycling/composting training to be provided by MassDEP by school or district staff who will be planning and implementing the program;

(You may add other actions of support as planned by your school district).

Support and Authorization

Signatures of the Superintendent, Facilities Manager, Chairman of the School Committee, municipal Fire Chief, Board of Health Chairman (or Health Agent), and principals from each school are required for grant activities to begin and to ensure support for the program.

Title	Signature	Printed Name
Superintendent		
School Committee Chair		
Facilities manager		
Fire Chief		

Health Agent		
Principal (add for each school)		
(Additional signatories may be added for others in your district or municipality who support this effort, such as teachers, business managers, recycling coordinators, etc.)		

Instructions for submitting the signed commitment letter:

The signed commitment letter may be submitted with your Grant Application as an electronic attachment. Grant Applications that include the commitment letter will receive higher priority in the evaluation process.

1. To submit the signed commitment letter as an electronic attachment to your Grant Application, first save the signed commitment letter as a pdf file. Attach it electronically to the Grant Application by indicating so at Question 7 of the Grant Application and following the application prompts.
2. If the signed commitment letter cannot be submitted with the Grant Application, it should be sent to Ann McGovern, MassDEP, One Winter St, 7th Floor, Boston, MA 02108 or ann.mcGovern@state.ma.us within 60 days of grant award notification. (Grants will be awarded contingent upon receipt of the commitment letter).